

## **ADDENDUM #1 TO SPEC. 06-235**

### **SCANNING SERVICES**

Addendum #1 to Spec. 06-235 for Scanning Services, bids to be opened on Wednesday, August 9, 2006 at 12:00 noon.

**Please note the following changes and clarification:**

**Question 1a: What is the end use of the tiffs? Vendor assumes they are to be put into a database – can the vendor (get) more information (regarding) that database?**

**Answer 1a:** The Tiffs will be stored on a server for eventual use in a document management system as well as within ArcSDE as hyperlinked files. Database will be Oracle or equivalent Relational Database.

**Question 1b: Clarify section 2.1.1 - 2.1.3 - Consulting/Instruction – in reference to scanning all of the City of Lincoln scanning needs and services for customers and internal customers?**

**Answer 1b:** We want vendors to describe how you will perform the scanning operation, how you are going to treat our documents, recommend ways to organize the documents and the descriptive information about the files, dates, titles and put them into a database for easy retrieval, etc....

**Question 2: 2.7 Faxing copies – Do you want copies made and faxed to your department every time we remove an original, so that your office always has a copy of “all” originals in case of emergencies – this is not clear.**

**Answer 2:** No, refer to section 2.6. When rapid response is required for a repair and it involves the original drawings that we have sent you for scanning, then it will be necessary for you to FAX us a copy of the drawings we request from you within 4 working hours. An alternative would be for you to send us the scanned images for these drawings electronically via FTP site and we would print them ourselves from the scanned tiff images.

**Question 3: What percentage of materials are Microfilm, Original Drawings/Blueprints and Aperture Cards?**

**Answer 3:** The estimated total number of documents over a three year period that will be scanned is equal to 600,000 and are listed as follows:  
35 mm Roll Microfilm (65 Rolls times 535 Images per roll ) = 35,000 images = 6%  
Aperture Cards (68 drawers times 2500 per drawer) = 170,000 images = 28%  
Original Drawings 16" x 22" or smaller: = 11,000 drawings = 2%  
Original Drawings larger than 16" x 22" up to 36" x 48" wide: = 79,000 drawings = 13%  
Project File 8-1/2" x 11" sheets: = 305,000 sheets = 51%  
As stated in section 1.1.1.1 the initial number of documents to be scanned is estimated at 200,000. However, as stated in section 4.1 the initial term of the contract shall be for a period of one (1 ) year, renewable by mutual consent on an annual basis thereafter for no more than two (2) additional years.

**Question 4:** Some of the original drawings are large, yet you want tiffs at 300dpi. What is the final size of the tiff that you need? If it is to view onscreen would you want final size to be 8.5 x 11 inches?

Answer 4: We want to be able to reproduce the tiff at either full size or view it at a reduced size electronically on screen. We currently believe that the final size of the tiff should be the size of the original drawing.

**Question 5:** Is microfilm simplex or duplex format?

Answer 5: We believe that 90% of the Microfilm is in Simplex format with one document per image. 10% of the microfilm images have 2 documents in the same image. These should be separated and scanned into to separate tiff files and appropriately labeled and documented.

**Question 6:** Omitted - N/A

**Question 7:** Production would occur at our secure facility, is this acceptable to the City of Lincoln?

Answer 7: Yes.

**Question 8:** Potential Vendor would use common carrier (FedEx, DHL, etc.) to transport source documents, is this acceptable to the City of Lincoln?

Answer 8: Yes.

**Question 9:** Is there a database that contains all or some of the index data for paper and microfilm? If Yes, can vendor get a copy of the database?

Answer 9: We have a very simple Access Database that contains project number, project description, date and drawing number for projects from 1995 to the present date. Prior to 1995, we had a book that contained typewritten pages of the project number, project description, date and drawing number for projects from 1890 to 1995. This book has been scanned into a Microsoft WORD document, but it requires additional editing. The vendor is welcome to have copies of these electronic files, and if they could produce a database that contains tiff file information in addition to project information, that would be highly desirable.

**Question 10:** Is the Drawing Number, or the Project Number consistently located in the same area of the drawing, and eye readable? Is it typed or handwritten.

Answer 10: NO, the Drawing Number and the Project Number is not located in any consistent manner on the drawing. They also may not be eye readable. You may have to determine the information from other notes on the drawing itself. City of Lincoln staff will be willing to assist you in determining the Drawing Number or Project Number on hard to read drawings, especially the older ones from the turn of the century. The Drawing Number or Project Number varies and can be both typed, handwritten or stenciled. All documents must be numbered and scanned according to Section 3 - Image Specifications.

**Question 11:** RFP states "3.8 Each Document should be scanned as a multi-page tiff or as individual tiff images". Does City of Lincoln prefer multi-page or single page?

Answer 11: There is no preferred method of scanning. Vendor shall propose their recommendation to provide the City of Lincoln a high quality product and a low cost regarding multi-page or single page images.

**Question 12:** How are revised pages identified?

Answer 12: Please refer to #10 above.

**Question 13:** Is indexing completed by either drawing number or project number?

Answer 13: Yes, refer to section 3.8 & 3.9.

**Question 14:** Clarify section 3.10

Answer 14: Unique numbering schemes will be clarified by Public Works on an as needed basis.

**Question 15:** What "Prepping" is required for project files?

Answer 15: Vendor will be required to remove staples, documents from 2 prong folders, and unfolding documents that are folded.

**Question 16:** Are 8.5x11 files counted as number of files or number of pages in the estimates?

Answer 16: Files are estimated number of pages

**Question 17:** Are silver originals available for film?

Answer 17: Silver halyd film is available for microfilm only. It is not available for aperture cards.

**Question 18:** Is there only one image per aperture card?

Answer 18: Yes

**Question 19:** Do you consider a 16x22 document - large format?

Answer 19: We have specified the sizes of documents in section 1.1.1.4, 1.1.1.5 and 1.1.1.6. We do not specify what the vendor considers a large or small file or document.

**Question 20:** Clarify section 2.4 - 2 week scanning period

Answer 20: Fourteen (14) Calendar Days

**Question 21:** Will City of Lincoln provide containers for pickup?

Answer 21: NO. Vendor will provide containers which will protect the documents throughout the shipping and return process. As stated in section 2.8, some documents are fragile and must be protected throughout the process.

**Question 22:** Who will refile the documents after scanning is complete?

Answer 22: The City of Lincoln - Public Works

**Question 23:** After completing the scanning on a project folder, do the documents need to be restapled, placed in tangs of folders and put in the exact order they came out of folder?

Answer 23: Documents do not need to be restapled but should be grouped together as they came out of the folder. Documents from punch binders need to be placed back into the two hole tangs and put back into the folder. All remaining documents and drawings do not need to be in any specific order as long as all documents from one folder are placed back in the same folder.

**Question 24:** What if images are not clear at 300 dpi?

Answer 24: Refer to section 3.2 and 3.7.

**Question 25:** Are color documents to be scanned in color?

Answer 25: Use color if image clarity is not legible in black and white with the exception of color photos. All color photos shall be scanned in color as to not lose content.

**Question 26:** What is the percentage of flat files to project files?

Answer 26: Approximately 50 - 50

**Question 27: Clarify section 2.2**

Answer 27: Project files contain several different sizes and shapes of documents with no set number in each file.

**Question 28: Clarify section 3.7**

Answer 28: The City of Lincoln - Public Works is the final determining factor in determining legibility of any scanned document.

All other terms and conditions to remain unchanged.

Dated this 2<sup>nd</sup> day of August, 2006

Purchasing Department

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